

HAPs User Guide Supplement 2013/14

This brief guide has been prepared to highlight some of the key elements for completion and changes to the updated HAP's forms.

What's New

General

- Data input cells throughout the forms and schedules are highlighted in **Blue**. All other cells are protected from changes.
- The Hospital Schedules are included in the HAPs file and the Service Volumes Schedule (C2) is linked directly to the input forms to facilitate pre-population.
- Tabs for QBP and QBP CKD tabs have been added to capture the new data.
- Historical data is not prepopulated for this year's HAPs. Hospitals must populate this data manually
- A Main Menu page has been added to the forms this year and includes the following key features:
 - All of the forms and schedules are listed on the page and each item in the list is linked directly to the form
 - The Hospital information is entered directly on this form and includes a line for Legal name where there is a difference from the Hospital name.

Process

1. The HAP's file, HAPs guidelines, and Technical Specifications files can be downloaded from <http://www.southeastlhins.on.ca> under Health Service Providers, Reporting and Compliance on February 1, 2013
2. Discussions with South East LHIN regarding the Revenue assumptions and Indicators should occur prior to the March 1 deadline below.
3. The Hospitals in the South East LHIN should submit their completed HAP's forms by March 1, 2013 to sedatateam@lhins.on.ca.

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Other Key Forms Instructions

Schedule A- Planning

The Hospitals in the South East LHIN should complete Schedule A based on the discussions with the LHIN in the period following January 21st.

Schedule C1- Indicators

The Hospital will complete this schedule in the file at the conclusion of discussions with the South East LHIN

Schedule C2- Service Volumes

- Most of this schedule is prepopulated from the other input forms in the HAPs file. The only area requiring Hospital input is under Section IV- Incremental starting with Cardiac Services Catheterization.
- Detailed descriptions of the content included in the Cardiac Services, Organ Transplantation, and Neurosciences can be found in the Technical Specifications file.
- All cells with a **Red** font have a cell comment added which details the how the final value was calculated. The users need only hover the mouse over the cell to see the comment.

Schedule C3- Local Indicators LHIN Specific

This schedule will be communicated to the Hospitals directly when complete.

Schedule C4- Post-Construction Operating Plan Targeted Funding and Volume

Only those Hospitals who have in the past or will be receiving PCOP funding beginning in 2013-14 should complete this form.

Resolving Questions or Troubleshooting problems with the Forms

If any of the South East LHIN Hospitals have questions about the completion of the forms/schedules or have any technical difficulties with the forms, please contact Joe Sherman via email at joe.sherman@lhins.on.ca